

July 21, 2000

TO: Children's Medical Services Network (CMS Net) Users  
California Children Services (CCS) Regional Offices  
And CCS Dependent Counties

SUBJECT: Minutes of the CMS Net Users Group Meeting – July 13 and 14,  
2000

1. What is new with the CMS Branch:  
The Information Systems Unit has filled two vacancies. We are especially excited because Karen Andersen, who formerly worked on the MEDS update project for our Information Technology Support Division will be working on the Alert and Error function within CMS Net. Additionally, Michelle Fong will be transitioning from the connectivity representative to the CMS Net training coordinator.

The CMS Branch has a move planned. We are consolidating three separate locations in Sacramento, to one centralized location at 1515 K Street, Sacramento, CA 95814. This move is scheduled to take place in December 2000.

2. Connectivity Status  
Michelle Fong discussed the platform improvements of the CMS net system and the CMS Net training environment. In May 2000, the CMS Net system was moved to a new server platform. This transition was smooth and expanded the current number of users that can concurrently be logged onto CMS Net to 300. This transition was successful at moving the entire production environment onto it's own server. However, counties that accessed the CTRAIN (CMS Net training environment) no longer had access because training remained on the old server. Michelle distributed CCS Information Notice 2000-18 that outlined the steps for LAN and terminal counties to access the training environment.

There was a concern expressed by many counties that use terminals, that during a swap out, equipment sits in boxes for months and nobody comes

to connect the new equipment. Michelle distributed a survey sheet for counties to complete to determine who is in the process of swapping out and who has both old and new equipment at their site.

Because Michelle is transitioning off the connectivity project, this information will be forwarded to Lisa Wataji, the new CMS Net connectivity projects leader. She will be working with counties transitioning to LANS, terminal counties during swap outs, and provide expertise in connectivity matters for the CMS Net system overall. Lisa can be reached at (916) 657-1197 or email at [lwataji@dhs.ca.gov](mailto:lwataji@dhs.ca.gov).

Please refer to the attached handouts for additional information regarding Michelle's presentation.

### 3. Enhancement 47 (E47)

Terry Daffin, project manager, discussed current status on E47, and the CMS Branch testing plans to implement the new functionality.

Client Eligibility

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Provider Enrollment

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Service Authorizations

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Please refer to the attached handout for additional information regarding the update on Enhancement 47. You may also contact Terry at (916) 654-0616 or email [tdaffin@dhs.ca.gov](mailto:tdaffin@dhs.ca.gov) if you have questions.

### 4. Client Eligibility

Robin Weaver discussed the new client eligibility screen for CMS Net.

This new screen will be accessed through the eligibility main menu. With the implementation of client eligibility, new aid codes will be developed for CCS clients. Client eligibility for CCS clients will be stored on the Health Access Program (HAP) database because MEDS is month specific, and CCS is day specific. MEDS will contain demographic information on CCS clients. You will be able to view a new screen in MEDS called the "View CCS Info Screen" which will contain MEDS information on the top half, and HAP information on the bottom half.

There was some confusion over the HAP acronym. Some counties use HAP for issuing Family Planning cards for families. The HAP database does store Family planning information, but CMS will be only accessing our own data transmitted to the HAP database via CMS Net.

CMS Net users will have the ability to request a new Beneficiary Identification Card (BIC) for clients. The BIC will allow the providers to swipe the card and display all the programs the client is eligible for, including CCS.

The Client eligibility process will generate worker alerts for CMS Net users and workers at the Social Services office. Worker alerts and error reports will be distributed to both agencies in an effort to share information and maintain consistent information between the programs.

Please refer to the attached handout for additional information regarding CMS Net Client Eligibility. You may also contact Robin at (916) 657-0616 [rweaver@dhs.ca.gov](mailto:rweaver@dhs.ca.gov).

5. Authorizations

Lisa Vanko and Krista Novotny discussed a high level outline of the future of authorizations in CMS Net. The biggest change will be the utilization of procedure codes to issue an authorization. Additionally, the client index number (CIN) will be the identification on the claim. All authorizations will be patient specific. Providers must put the authorization number on the claim or it will be rejected. Authorization numbers will be 11-digits long. Every CCS procedure will require an authorization and every authorization will be driven by procedure codes. Center authorizations will allow all doctors/specialists in that center to bill using that authorization. I.e. Audiologists could bill for their procedure codes.

6. Spanish letters

The remaining financial letters C-16HF, C-38HF, C-16M and C-38M have been translated and will be incorporated in CMS Net. Dr. Mary Jess Wilson stated that the free text in letters is not translated when they populate into a letter. CMS Net can not translate from English to Spanish on the fly. The body of the letter is in Spanish; the free text must be typed in Spanish to print in Spanish.

7. Application Status

Traci McCarley demonstrated the new full screen application status. There are new options on the action menu for application status. The first is re-issue letter. Re-issue letter cancels the current application status letter and generates a replacement letter. Go back one status cancels the current application status and returns the patient record to the previous status. Other options on the menu are the standard save, cancel and quit.

There was a consensus among the group to change the pop-up message for starting a new application cycle to be changed from “ Do you want to start a new cycle and delete the stored information?” to “Do you want to start a new cycle?”

Please refer to the attached handout for additional information regarding CMS Net full screen application status. You may also contact Traci at (916) 657-0615 [tmccarle@dhs.ca.gov](mailto:tmccarle@dhs.ca.gov).

## 8. Questions/Answers

The following modifications to CMS Net were requested:

- Print the face sheet as an option after updating medical or financial eligibility
  - This option will be evaluated to be incorporated into the Enhancement 47 project where medical and financial screens are being revised and developed.
- Specifications for mailman will include the option to make the mail message a priority
- Report request for clients on Healthy Families
  - The CMS Branch is evaluating all reports that are generated from CMS Net. A Healthy Families report will be incorporated into CMS Net for reporting needs.
- Need LEA letters in CMS Net.
  - We recommend that counties interested in incorporating LEA letters in CMS Net work with their Executive Committee Representatives to bring a formal request to the CMS Branch.
- New field on Registration face sheet for LEA referrals or add LEA as a referral option
  - This was referred to the Program Operations Section for review/approval.
- Chapter 6 says Diagnosis only – no fee for enrollment and or assessment, add to pick-list in financial.
  - Chapter 6 does not specify that the reason for no enrollment fee as diagnosis only. This will not be added to CMS Net.
- Mailman option after sending an NOA for Dependent counties
- Need a cancelled authorization letter
  - We would like to incorporate a cancelled authorization letter into CMS Net. If you have sample copies from your county, please forward them to Traci McCarley or LaVorra Whitaker at: 714 P Street, Room 300, Sacramento, CA 95814.

If you would like additional information or have any questions, please contact Traci McCarley at (916) 657-0615 or LaVorra Whitaker at (916) 653-8702.

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